

Tooele City Planning Commission  
Business Meeting Minutes

**Date:** January 8, 2025

**Time:** 7:00 pm

**Place:** Tooele City Hall, Council Chambers  
90 North Main Street, Tooele, Utah

**Commission Members Present:**

Tyson Hamilton  
Weston Jensen  
Kelley Anderson  
Jon Proctor  
Melanie Hammer  
Alison Dunn  
Matt Robinson

**City Council Members Present:**

Ed Hansen  
Maresa Manzione

**City Employees Present:**

Andrew Aagard, Community Development Director  
Matt Johnson, Assistant City Attorney  
Paul Hansen, City Engineer  
Kent Page, City Planner

Minutes prepared by Alicia Fairbourne

**1. Pledge of Allegiance**

Chairman Robinson called the meeting to order at 7:00 pm and led the Pledge of Allegiance.

**2. Roll Call**

Tyson Hamilton, present  
Weston Jensen, present  
Kelley Anderson, present  
Jon Proctor, present  
Melanie Hammer, present  
Alison Dunn, present  
Matt Robinson, present  
Chris Sloan, excused  
Jon Gossett, excused

**3. Public Hearing and Decision on a Conditional Use Permit Consider Accessory Drive Through Facility request by Hoot Owl Leasing, LLC/C&G Construction Retail Stores, located at approximately 35 S. Tooele Blvd. in the Light Industrial (LI) Zoning District.**

Mr. Page presented the item, which was a proposal for a drive-through facility that aligned with the zoning requirements. Mr. Page noted that vehicle stacking within the drive-through was sufficient to avoid disruptions to on-site or street traffic. To address potential light pollution, he recommended implementing measures such as landscaping or fencing to screen vehicle headlights from drivers on Tooele Boulevard.

Applicant Brock Griffith provided clarification on operational and logistical considerations. He explained that deliveries occurred during hours with low traffic and that the area offered sufficient parking. Staff recommended approval of the Conditional Use Permit, subject to the condition that measures were taken to mitigate the impact of vehicle headlights on nearby traffic.

There being no further questions from the Planning Commission, Chairman Robinson opened the floor for public comment at 7:04 pm. There were no comments from the public. The floor was closed at 7:04 pm.

**Motion: Commissioner Proctor moved to approve the CUP request by Brock Griffith, representing C&G Construction Retail Stores for an accessory drive through facility, application number 2024070, based on the findings and subject to the conditions in the staff report.** Commissioner Hamilton seconded the motion.

**Discussion:** Commissioner Anderson raised concerns regarding the requirement to mitigate vehicle headlights through screening measures. He referenced existing businesses, such as Janna's Java and Swig, which directed headlights across Main Street and had not faced similar requirements. He expressed that implementing additional conditions, like requiring headlight screening, might not align with fostering a business-friendly environment in Tooele City. Commissioner Anderson suggested that such measures could be perceived as excessive and potentially discouraging for businesses looking to establish or expand within the city.

The vote was as follows: Commissioner Anderson, "Aye", Commissioner Dunn, "Aye", Commissioner Hamilton, "Aye", Commissioner Hammer, "Aye", Commissioner Jensen, "Aye", Commissioner Proctor, "Aye", Chairman Robinson, "Aye". There were none opposed. The motion passed.

**4. Decision on a Preliminary Subdivision Plan request by Dave Irving representing Building Dynamics to create 8 town house style residential lots at the south west corner of 1200 North 680 West in the MR-16 Multi-Family Residential zone on 1.29 acres.**

Mr. Aagard provided an overview, and stated that the property covered approximately 1.3 acres and was zoned MR-16 for multi-family residential use, allowing for 16 dwelling units per acre. Surrounding properties to the north and east shared the same zoning, while undeveloped land zoned R1-7 were located to the west, and commercial zoning to the south. The project extended from the adjacent Lex Townhomes development, which shared the same developer.

The subdivision plan was straightforward, and focused on creating lots and property lines. Each townhouse footprint would constitute a lot for private ownership, with limited common areas allocated for driveways and patio spaces. A significant stormwater detention basin was planned for the north side of the development, designed to manage runoff water from this development and neighboring areas. Additionally, landscaped common areas with amenities were proposed to the west of the buildings.

The preliminary subdivision plan complied with the MR-16 zoning standards, which imposed no restrictions on lot sizes to support private townhouse ownership. Mr. Aagard confirmed that the proposed subdivision met or exceeded all requirements and he recommended approval, as outlined in the staff report.

**Motion: Commissioner Hammer moved to approve the preliminary subdivision plan request by Dave Irving, representing Building Dynamics for the Lex Townhomes Lot 106 Preliminary Subdivision Plan,**

**application number 2024052, based on the findings and subject to the conditions listed in the staff report dated December 31, 2024.** Commissioner Anderson seconded the motion. The vote was as follows: Commissioner Anderson, “Aye”, Commissioner Dunn, “Aye”, Commissioner Hamilton, “Aye”, Commissioner Hammer, “Aye”, Commissioner Jensen, “Aye”, Commissioner Proctor, “Aye”, Chairman Robinson, “Aye”. There were none opposed. The motion passed.

**5. Decision on a Multi-Family Residential Site Plan request by Dave Irving representing Building Dynamics to approve Lex Townhomes Lot 106 at the south west corner of 1200 North and 680 West in the MR-16 Multi-Family Residential zone on 1.29 acres.**

Mr. Aagard presented the site plan for the subdivision and noted it featured a row of eight townhomes that would have direct access to 680 West, which was a public street. A small amenity space was included on the west side of the development, which met the city’s requirement for one recreational amenity. This area would feature drought-friendly landscaping with a small section of sod for recreational use.

The landscaping plan complied with Tooele City’s multifamily residential design standards, including the required number of trees and shrubs, and a focus on water-wise landscaping. The architectural design mirrored that of the adjacent Lex Townhomes, with a focus on high-quality materials and aesthetics. The buildings featured 60% brick coverage on the front façade, with significant vertical and horizontal articulation and a dynamic roofline. The rear façade similarly included ample stone and articulation, maintaining visual interest.

**Motion: Chairman Hamilton moved to approve the site plan design review request by Dave Irving, representing Building Dynamics for the Lex Townhomes Lot 106 at 1255 North 680 West, application number 2024051, based on the findings and subject to the conditions listed in the Staff Report dated January 2, 2025.** Commissioner Hammer seconded the motion. The vote was as follows: Commissioner Anderson, “Aye”, Commissioner Dunn, “Aye”, Commissioner Hamilton, “Aye”, Commissioner Hammer, “Aye”, Commissioner Jensen, “Aye”, Commissioner Proctor, “Aye”, Chairman Robinson, “Aye”. There were none opposed. The motion passed.

**6. City Council Reports**

Council Member Manzione acknowledged the extended holiday break due to the timing of the holidays and mentioned that there were no recent meetings to report on. She informed the Commission that the next Council Meeting would take place the following week, and at the end of the month, the city would begin its budget process for the upcoming fiscal year. This process would span six to seven months.

**7. Review and Decision – Minutes of the Planning Commission meeting held December 11, 2024**

There were no corrections to the minutes.

**Motion: Commissioner Hamilton moved to approve the minutes of the Planning Commission meeting held December 11, 2024.** Chairman Robinson seconded the motion. The vote was as follows: Commissioner Anderson, “Aye”, Commissioner Dunn, “Aye”, Commissioner Hamilton, “Aye”, Commissioner Hammer, “Aye”, Commissioner Jensen, “Aye”, Commissioner Proctor, “Aye”, Chairman Robinson, “Aye”. There were none opposed. The motion passed.

**8. Planning Commission Training – Powers and Duties.**

Mr. Aagard presented and reviewed the powers and duties of the Planning Commission as part of annual training as required by state law.

**9. Adjourn**

Commissioner Hamilton adjourned the meeting at 7:45 pm.

*The content of the minutes is not intended, nor are they submitted, as a verbatim transcription of the meeting. These minutes are a brief overview of what occurred at the meeting.*

Approved this \_\_\_\_ day of January, 2025

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Robert Anderson, Tooele City Planning Commission Chair

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